



Title: *Special Events Volunteer*

Description: *Assist staff during library-sponsored programs. Many programs take place during the evenings and weekends when we have fewer staff on duty. These programs may be one-of-a-kind events or ongoing program events. This volunteer position is perfect for people who want to help the library but are unable to commit to a weekly schedule of volunteering.*

Contact person: *Volunteer Coordinator: 607-275-1526, VolunteerCoordinator@tcpl.org*

Supervisor: *The supervisor will be determined by the event.*

Responsibilities may include

- *directing participants and/or audience members to the location of the event*
- *crowd control before and after the event*
- *counting number of participants*
- *handing out items such as programs and raffle tickets*
- *handing out, explaining and collecting surveys*
- *setting up and breaking down of tables, chairs, etc.*
- *assisting as needed during the event*
- *professional dress and demeanor as determined by the event*

Required Skills

- *Ability to get along with a variety of people*
- *Friendly and approachable manner*
- *Ability to quickly switch tasks when asked*